



**Cambridge Arts Council
34th Cambridge River Festival
Community Table Guidelines**

Greetings!!

The Cambridge Arts Council is planning its 34th *Cambridge River Festival*, on **Saturday, June 1st 2013** from 12 to 6pm (*with a severe weather date of June 2nd*) and **would like to invite your organization get involved.**

As always, we are excited about producing this celebration of the arts along the Charles River. At the festival site, The Cambridge Arts Council hosts a designated area for local arts and cultural organizations, community groups, and other Cambridge-based nonprofit organizations to hold small demonstrations and promote their programs and events.

The guidelines for participation are as follows:

1. Your group must be a **nonprofit** organization.
2. Space is free of charge, but you **need to bring your own set-up including table and chairs.**
3. Your table/booth **must be hosted** by a live person familiar with your organization **throughout the day** to provide information and interact with festival-goers.
4. Due to licensing guidelines, you will **not be allowed to sell** anything at the festival.
5. Samples of the materials you will be distributing **must be submitted** with the application. We will need to review and approve all materials and promotional items prior to the festival.
6. Demonstrations are allowed but must be described in your application along with space requirements and are subject to approval.

Please note that there is always a high demand for Community Tables at the *Cambridge River Festival* and space is limited. Preference will be given to arts and cultural groups and Cambridge-based organizations. Spaces will be assigned on a first come-first serve basis.

Please return the completed form, found on the reverse of this letter, and your collateral materials to the Cambridge Arts Council **no later than 5pm on Tuesday, April 30, 2013.** We will be in touch with in two weeks receipt of your application (and no later than Tuesday, May 14th) to let you know if we have space to accommodate you.

If you have any questions, feel free to contact us at (617)349-4392 or via e-mail at CRF_Community_Tables@cambridgeMA.gov.

Thank you!

Julie Barry
Director of Community Arts
Cambridge River Festival
Cambridge Arts Council
344 Broadway, 2nd FL
Cambridge MA 02139



Cambridge Arts Council

2013 COMMUNITY TABLE APPLICATION

ORGANIZATION

CONTACT NAME

PHONE NUMBER

EMAIL ADDRESS

ADDRESS

CITY, STATE & POSTAL CODE

ORGANIZATION WEBSITE

Please provide a description of the organization and the proposed activity in the space provided below:

RETURN TO:

ATT: CRF Community Tables
Cambridge Arts Council
344 Broadway, 2nd Floor
Cambridge, MA 02139

Please return this application and samples of material to be distributed at the festival to the Cambridge Arts Council no later than April 30, 2013.

Cambridge Arts Council ~ Nurturing the Arts in Cambridge